

SEEING



eye 2 eye™

A quick start guide

Seeing Eye2eye

A quick start guide

Like taking a new car out of the showroom, you will really only appreciate the power of Eye2eye when you get behind the wheel and start driving. This guide puts you in the driver's seat, shows you the basic controls and gives you a glimpse of the capabilities. From there on it's up to you to explore and let Eye2eye adapt to the way you work.

Detailed help on all components of the product is available via the on-line user and reference guides.

For instructions on PC installation, refer to the accompanying Installation and Release Notes.



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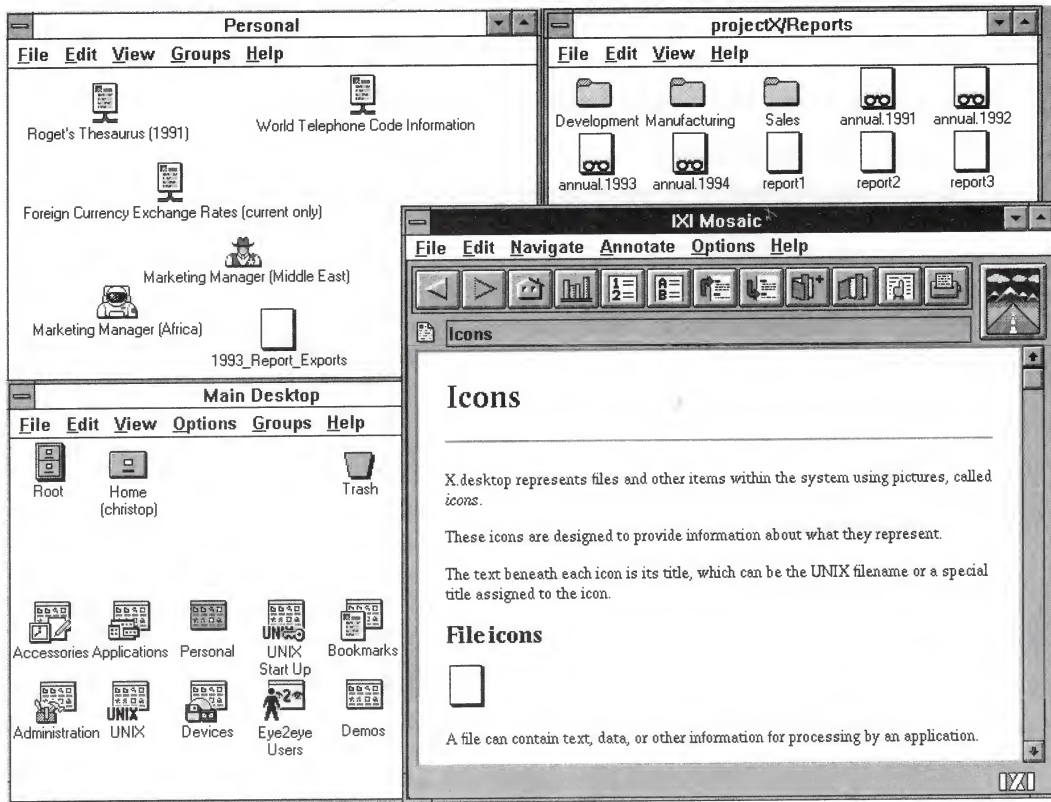
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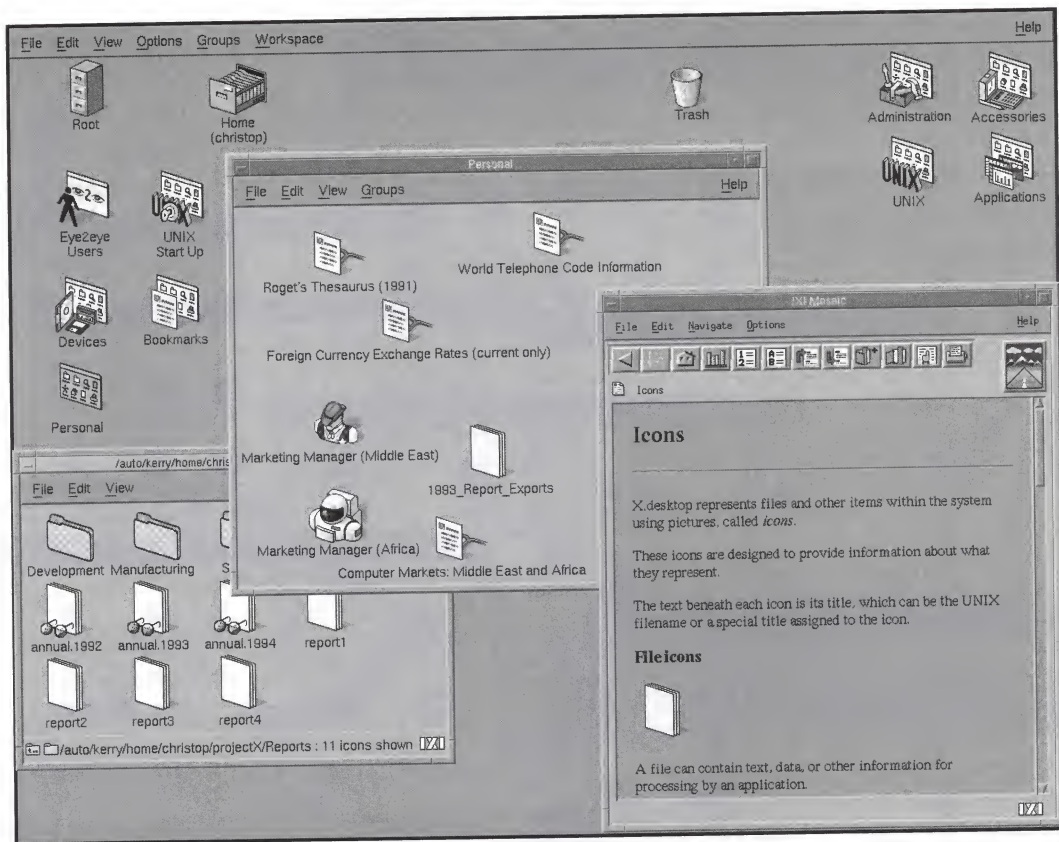
Your desktop

Eye2eye will automatically detect whether you are a UNIX or PC user and adapt to match your system. It is IXI's Windows Friendly™ technology that makes this possible.



Windows mode

The Eye2eye **Main Desktop** looks like a Program Manager window on your screen. All the icons are in the smaller, Microsoft Windows style.



Motif mode

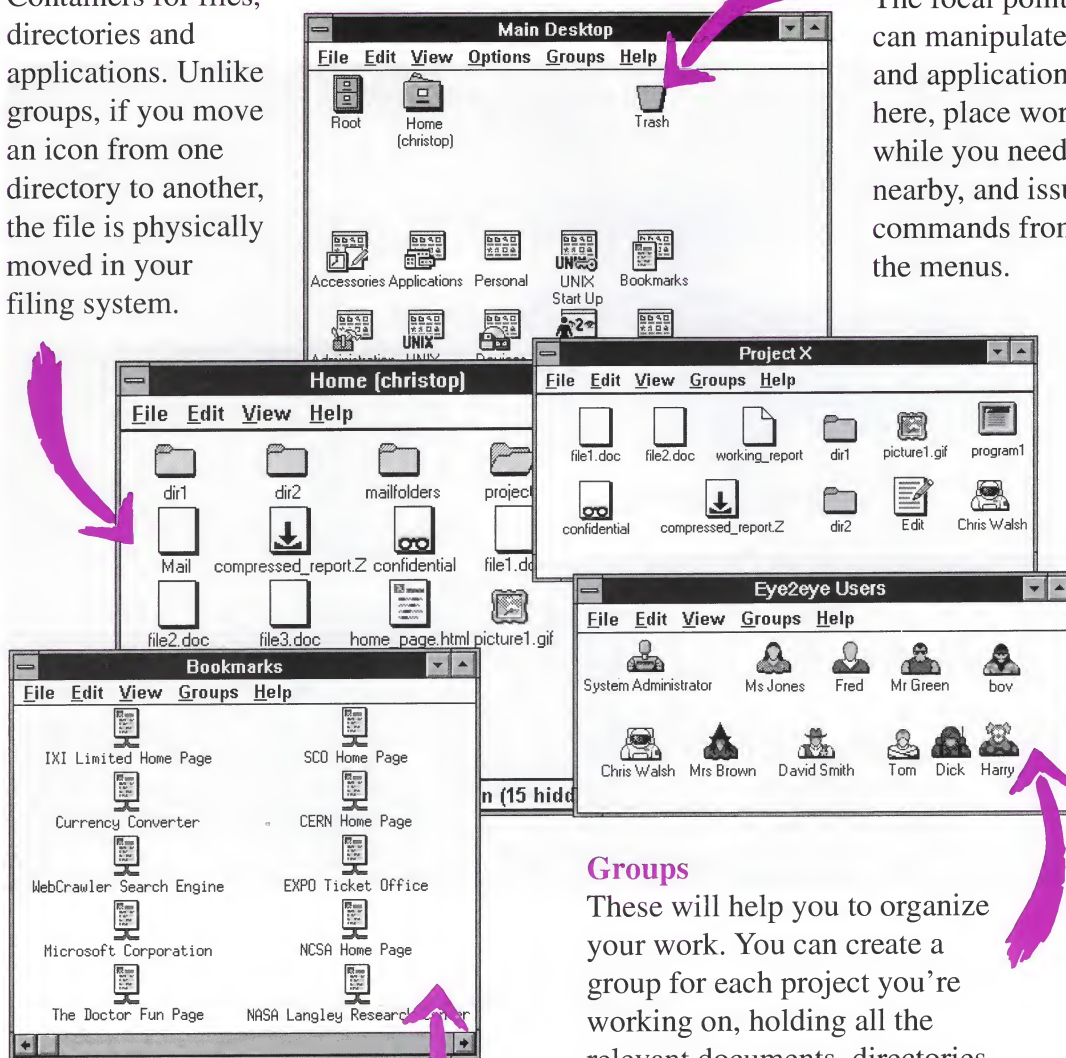
The **Main Desktop** fills the whole screen and icons are in a larger, 3D style.

This guide is written from the PC user's viewpoint so all screen shots are in Windows mode.

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Containers for files, directories and applications. Unlike groups, if you move an icon from one directory to another, the file is physically moved in your filing system.

The focal point. You can manipulate files and applications from here, place work here while you need it nearby, and issue commands from the menus.

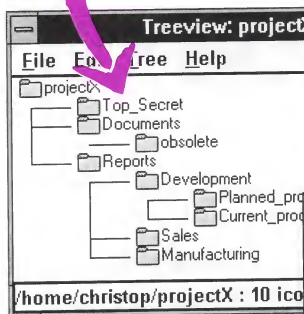


Easy access to IXI Mosaic documents. You can drag document references out of IXI Mosaic and store them on your **Main Desktop** or in groups.

These will help you to organize your work. You can create a group for each project you're working on, holding all the relevant documents, directories, applications and people. These groupings are independent of physical locations – things can appear in more than one group at once.

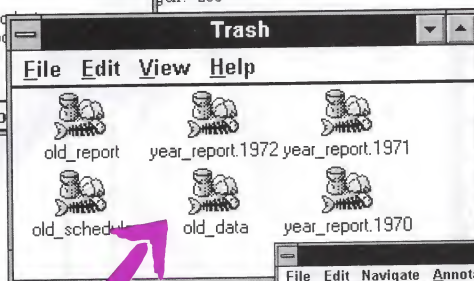
Treeview

A simple way of viewing the structure of your directories.



Trash

The place to drop any unwanted items. They will be kept as garbage icons for you to retrieve later or permanently delete.

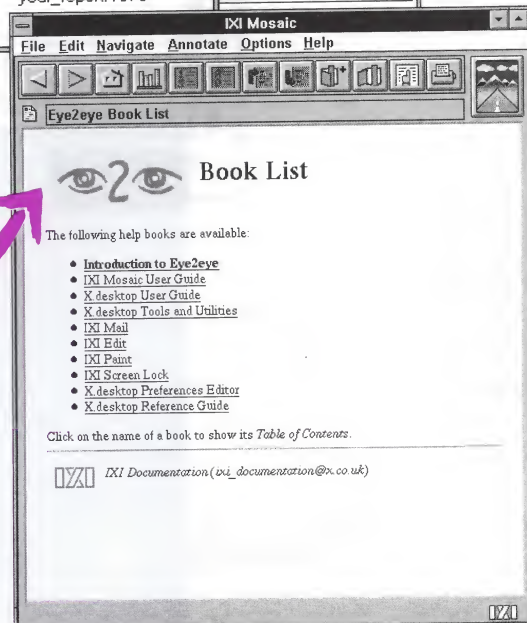
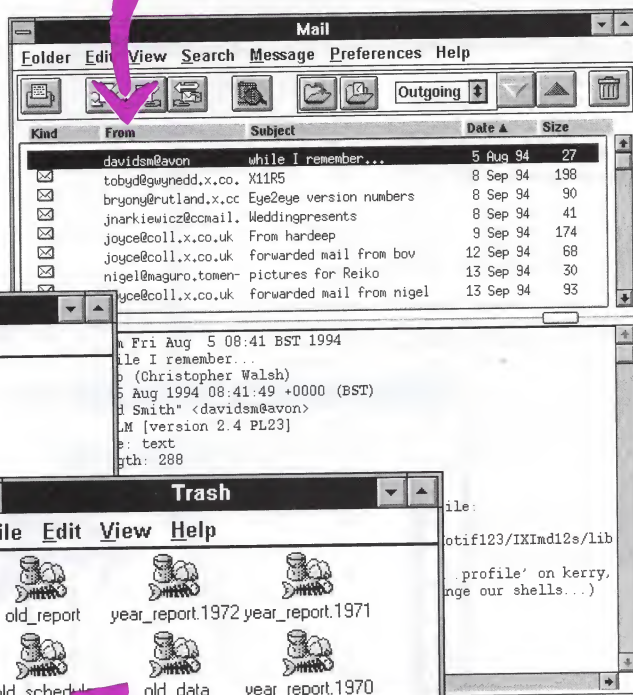


IXI Mosaic

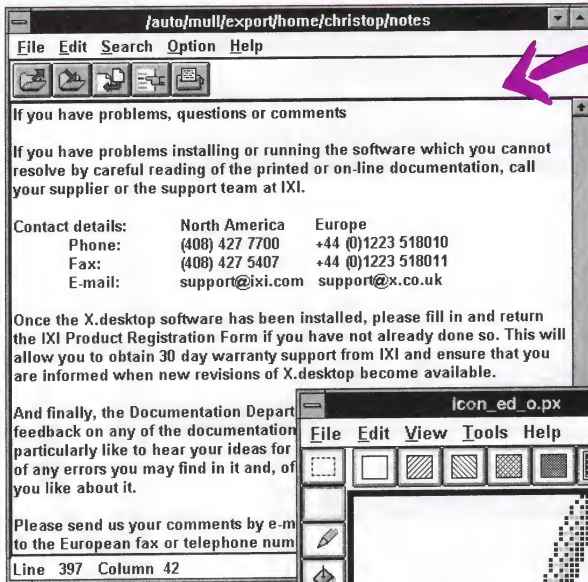
Your window onto the Internet and World-Wide Web. You can get on-line help, edit your desktop preferences, build objects or compile your own hypermedia documentation.

IXI Mail

A powerful multimedia mail tool.

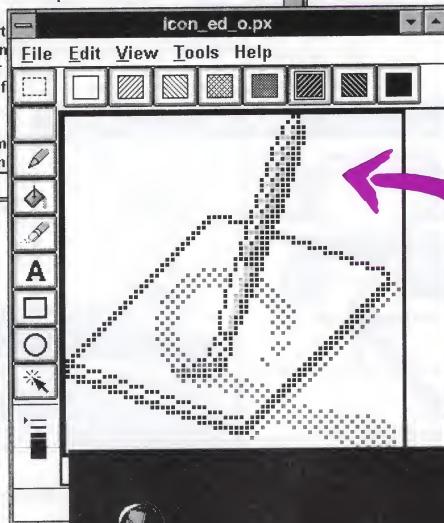


IXI Edit, IXI Paint and IXI Screen Lock



IXI Edit

Cut-and-paste text from Microsoft Word or IXI Mosaic into this graphical text editor.

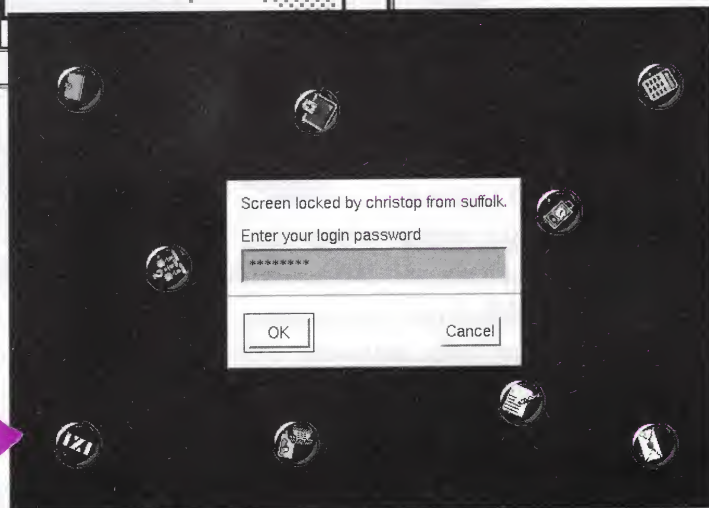


IXI Paint

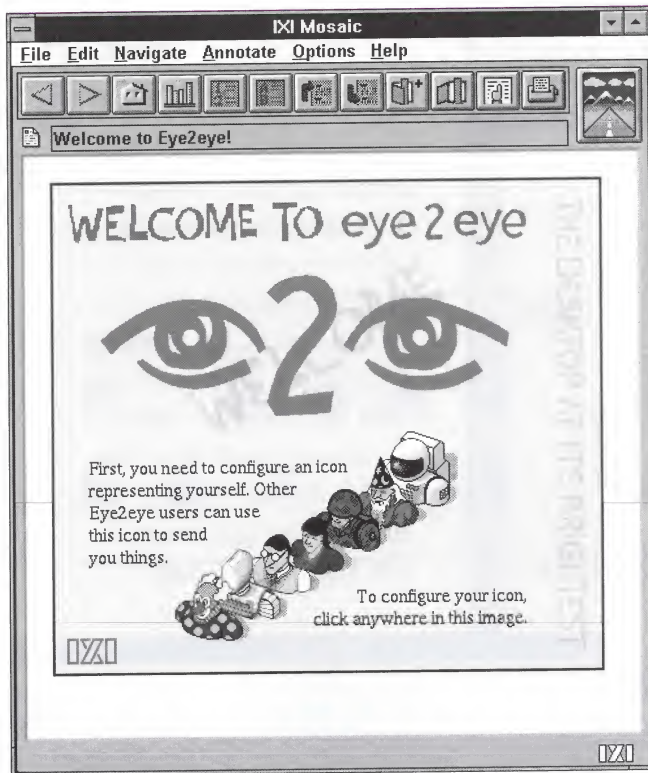
Create and edit your own Eye2eye desktop icons.

IXI Screen Lock

UNIX users can prevent unauthorized access with this combined screen lock and screen saver.



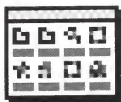
Using Eye2eye for the first time



The first time you use Eye2eye, you need to configure an icon with information about yourself—your person object. This lets you interact with other Eye2eye users. How you do this is explained on the next two pages.

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After you've set up your person object, you'll see an on-line tour introducing you to each of the components of Eye2eye. You can view this tour in future by double-clicking on the **Seeing Eye2eye** icon in the **Demos** group on your **Main Desktop**.

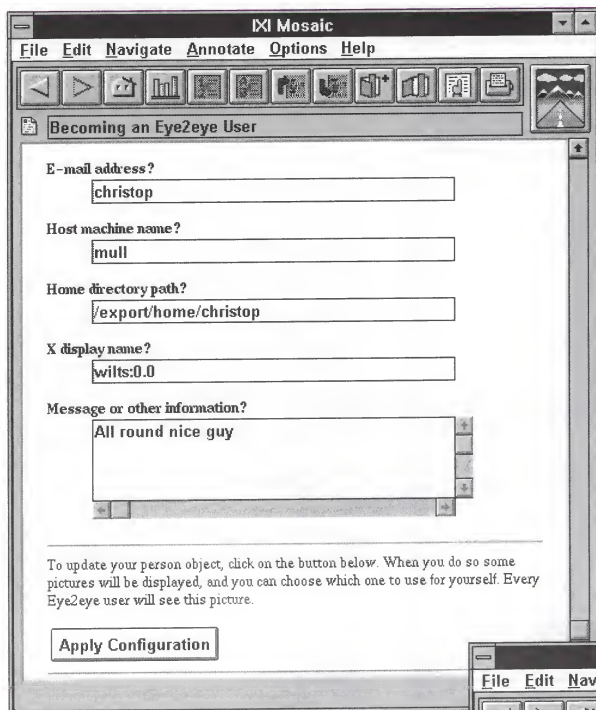


Demos



Seeing
Eye2eye

Joining the Eye2eye on-line community



The screenshot shows the 'Becoming an Eye2eye User' dialog box within the IXI Mosaic browser window. The dialog has a title bar 'IXI Mosaic' and a menu bar 'File Edit Navigate Annotate Options Help'. Below the menu bar is a toolbar with various icons. The main area contains several text input fields and a message box. The fields are labeled: 'E-mail address?' with the value 'christop', 'Host machine name?' with the value 'null', 'Home directory path?' with the value '/export/home/christop', 'X display name?' with the value 'wilts:0.0', and 'Message or other information?' with the value 'All round nice guy'. At the bottom, there is a button labeled 'Apply Configuration'.

E-mail address?
christop

Host machine name?
null

Home directory path?
/export/home/christop

X display name?
wilts:0.0

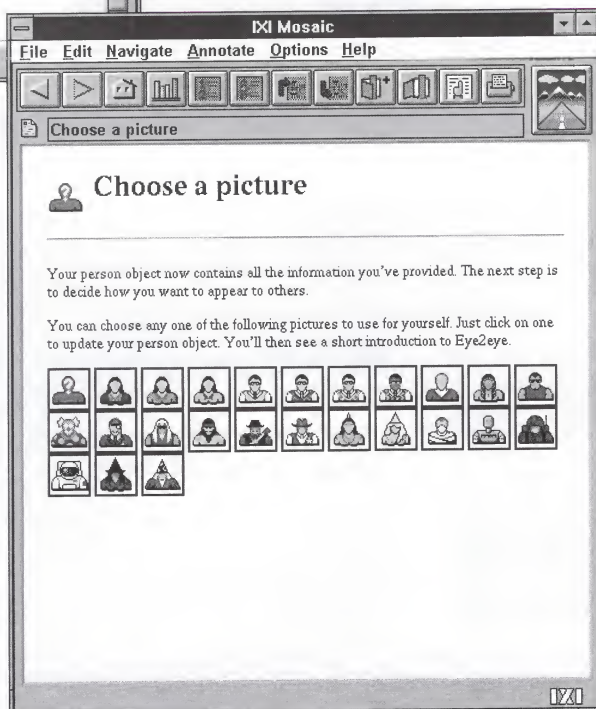
Message or other information?
All round nice guy

To update your person object, click on the button below. When you do so some pictures will be displayed, and you can choose which one to use for yourself. Every Eye2eye user will see this picture.

Apply Configuration

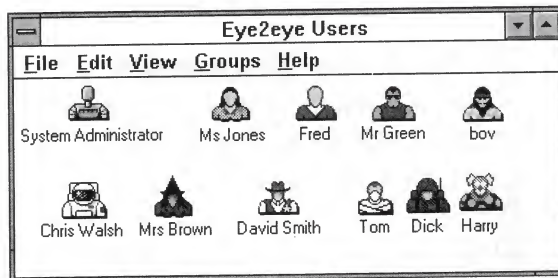
Every Eye2eye user has a person object – an icon representing themselves. You use person objects to interact with other users – to send mail, for instance, or create a project group. The first time you run Eye2eye you'll be asked to fill in your details. Just answer the questions on the IXI Mosaic page!

When you're happy with your answers, click on **Apply Configuration**. A new page will appear, showing a number of icons. Click on one to use it to represent yourself.

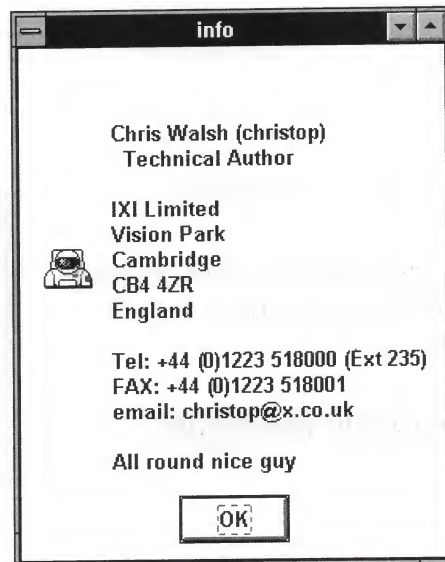




You will find the person object for yourself and all other Eye2eye users in the **Eye2eye Users** group on your **Main Desktop**.

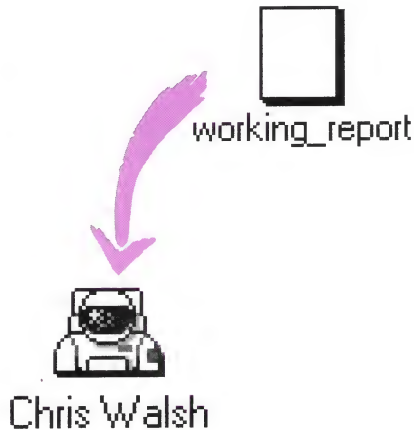


You can check your details by double-clicking on your icon.



Working with other users

Now that you have your own person object, other Eye2eye users can communicate with you. You, in turn, can send files to one person or to a whole group of people through simple drag and drop operations.



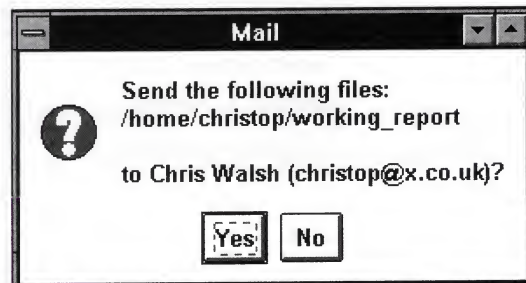
To send a file to another user

Simply drop the file's icon onto that user's person object (or onto a people group icon to send it to everyone in the group).

Hold down the left mouse button over the file icon and drag the pointer over to the person object. Now release the button.

You'll see a dialog box asking you to confirm that you want to mail this file.

Click on **Yes** to send the file.

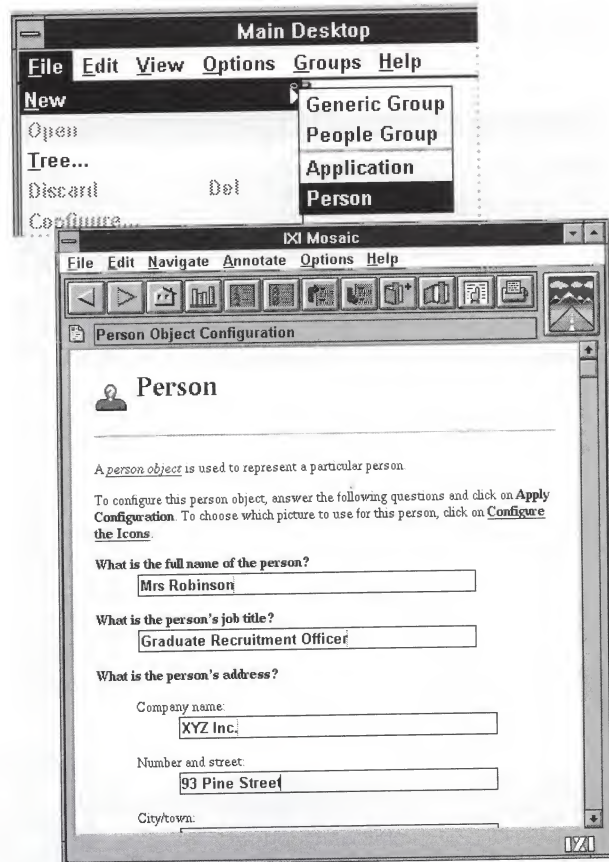


To create a new person object

Choose **File»New»Person** from the **Main Desktop** menu.

Answer the questions on the IXI Mosaic page, then click on **Apply Configuration**.

Click on **Configure the Icons** to choose which picture should represent this person.



Mrs Robinson



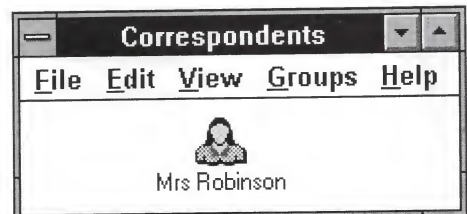
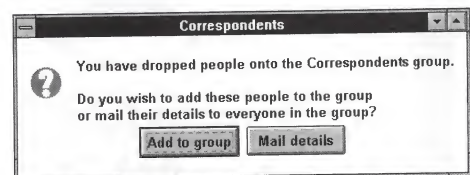
Correspondents

To add a person to a group

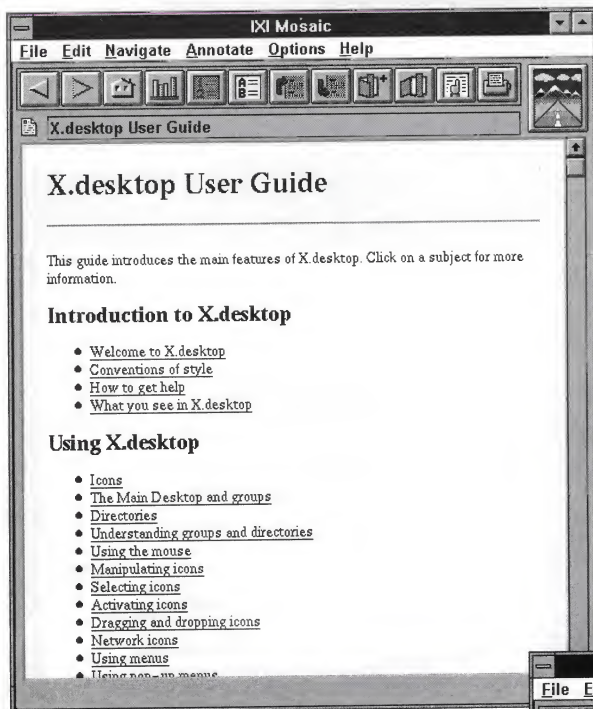
Drag the person object onto the people group icon.

You will be asked to confirm whether you want to add the person to the group or simply mail the person's details to everyone in the group.

Click on **Add to group**.



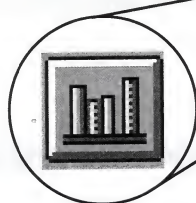
Getting help



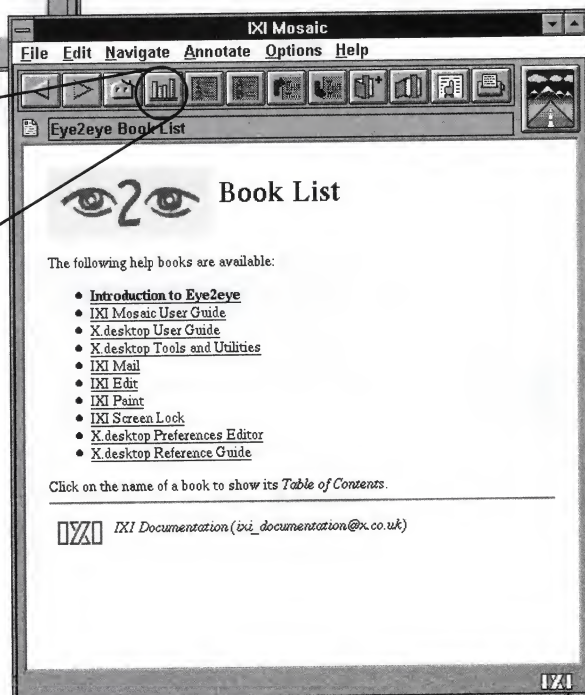
All Eye2eye manuals are available on-line in graphical, hypertext format.

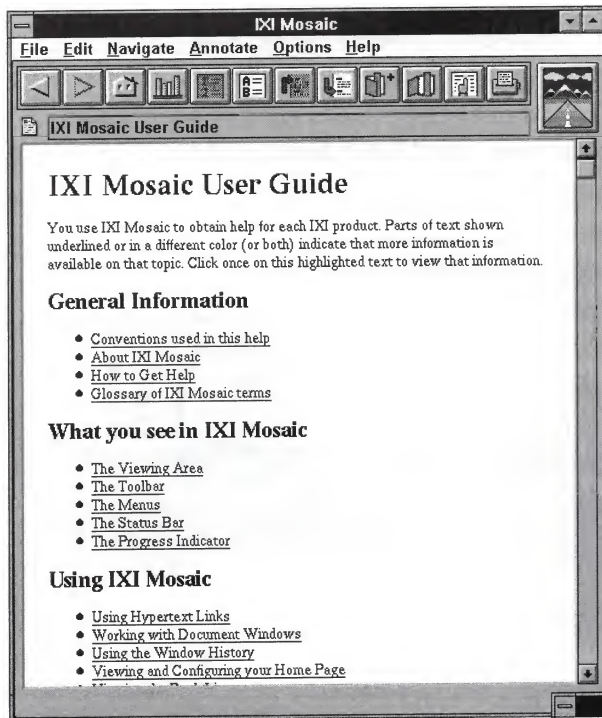
IXI Mosaic is more than just a viewer; it will enable you to jump instantly to the information you need and store bookmarks for pages you reference regularly.

Choose **Help»Index** from the **Main Desktop** menu. This will open up your IXI Mosaic viewer.



Click on the **Book List** button for a list of all the Eye2eye manuals.





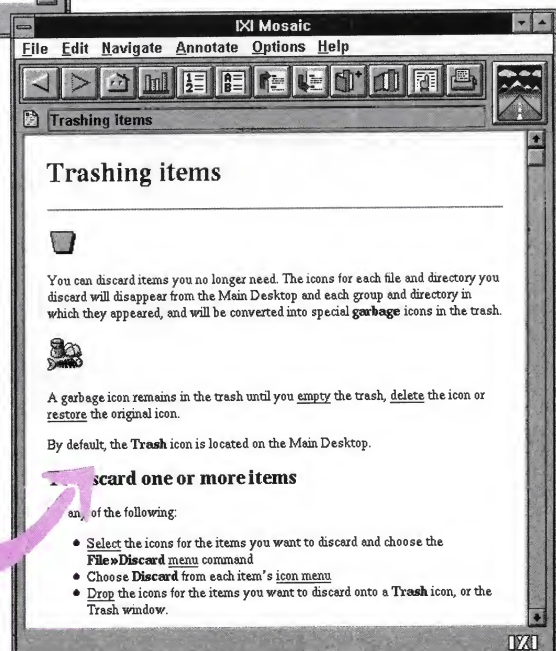
Everything you see underlined is a hypertext link. This means that it is linked to somewhere with more information about the subject. If you click on any hypertext link you'll be taken automatically to the information. This way you can work your way around the manuals without having to constantly look at the index, and search through all the pages. If you ever get lost, just click on the **Book List** icon.

Try clicking on the **IXI Mosaic User Guide** link to browse the IXI Mosaic User Guide.

Drag and drop into IXI Mosaic

Because IXI Mosaic is fully integrated with the other Eye2eye components you can drag any Eye2eye icon into the IXI Mosaic window to see the most appropriate help for that item.

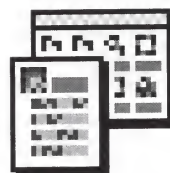
Try dragging the **Trash** icon into IXI Mosaic!



Onto the Net

If you have access to the Internet you can use IXI Mosaic to view and retrieve information from anywhere in the world.

Double-click on the **Bookmarks** icon to open the **Bookmarks** group. The network icons you see here represent IXI Mosaic documents.



Bookmarks

Double-click on the **IXI Limited Home Page** network icon. IXI Mosaic will automatically look up the document, which is stored on IXI's publicly accessible World-Wide Web server.



IXI Limited Home Page

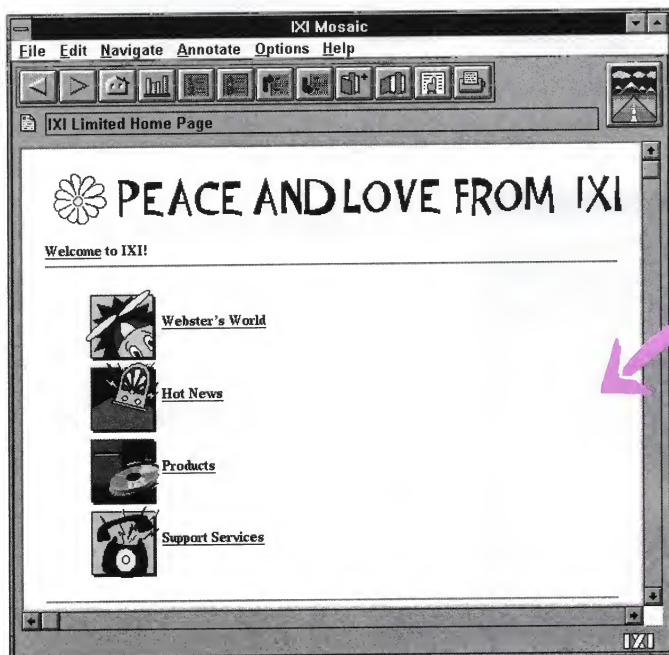


To create a network icon

You can create a network icon for the document that IXI Mosaic is currently displaying.

Drag the mini-icon to the left of the document's title onto the **Main Desktop**. You'll get a network icon labelled with the title of the page – **IXI Limited Home Page** in this case.

You can also do this with a hypertext link. Drag the **Hot News** link onto the **Main Desktop**. You'll get a network icon labelled **Hot News**.



If you drag this network icon into IXI Mosaic at any time you'll be taken instantly to the latest IXI press releases on the **Hot News** page.

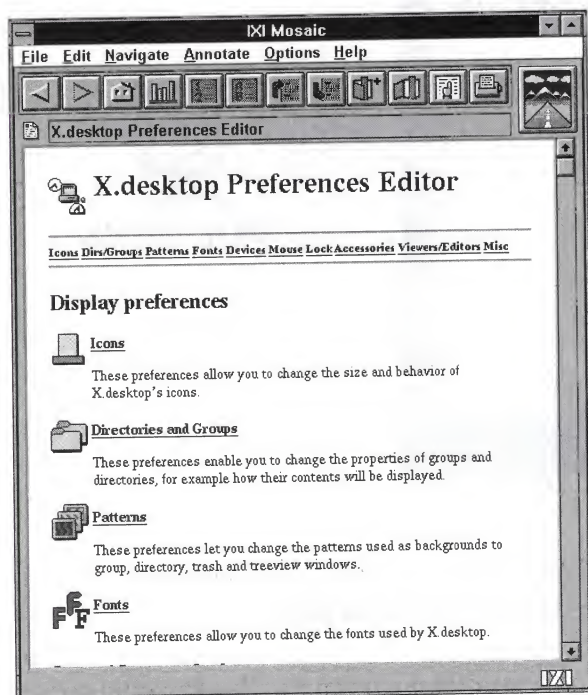
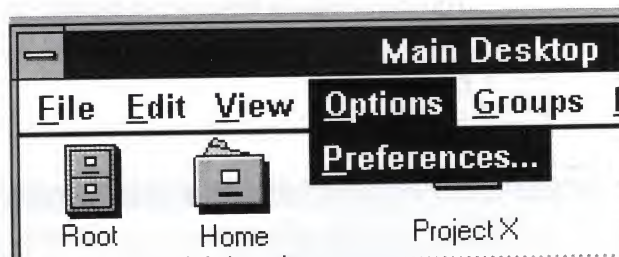
You can keep your network icons on the **Main Desktop**, in the **Bookmarks** group or in any other group you create.

Your preferences

You can change the way Eye2eye looks and behaves to suit the way you work. We've built the preferences editor into IXI Mosaic to make it very easy to use.

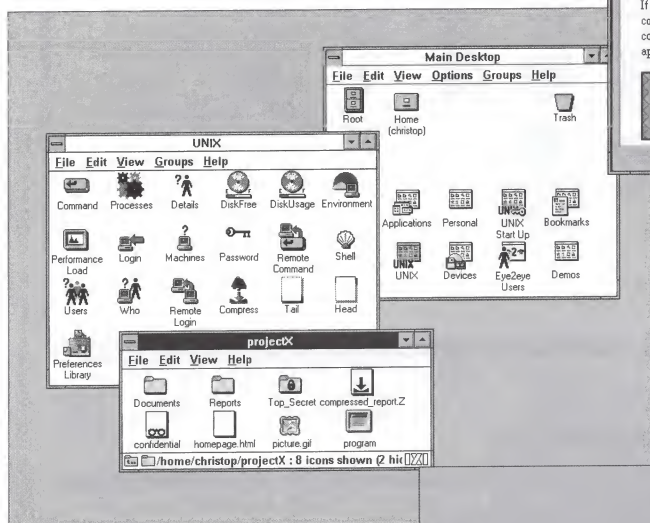
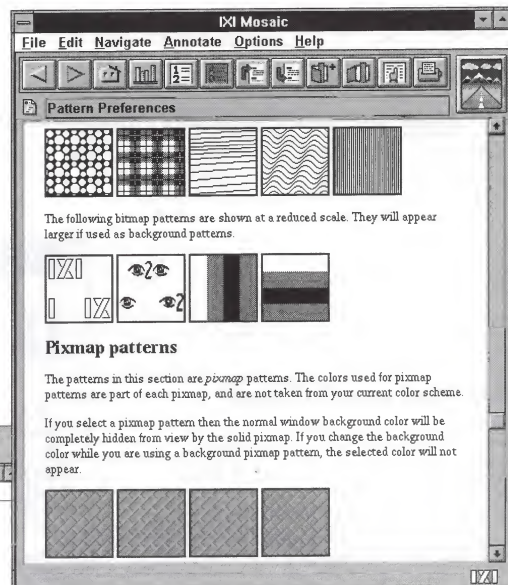
You can read about the various options and then activate them instantly, simply by clicking on your choice.

Choose **Options»Preferences** from the **Main Desktop** menu.

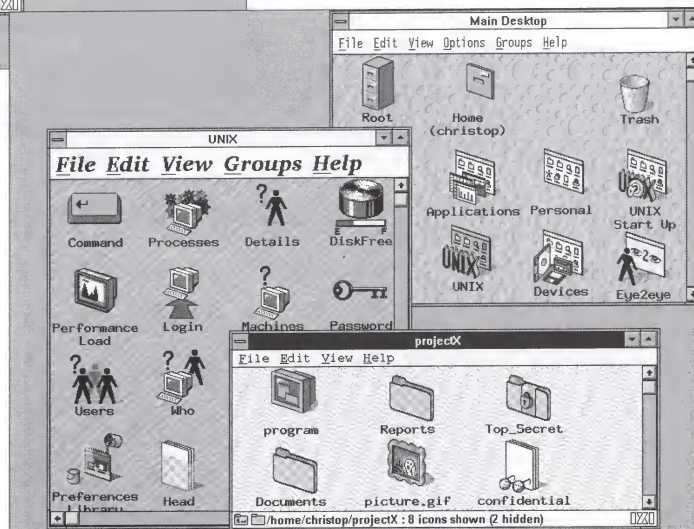


Click on the **Patterns** link to view the choice of background patterns.

Click on one of the pattern samples and your screen background will be changed.



You can also change the size of your icons, fonts and the way your groups and directories are displayed.



Using IXI Mail

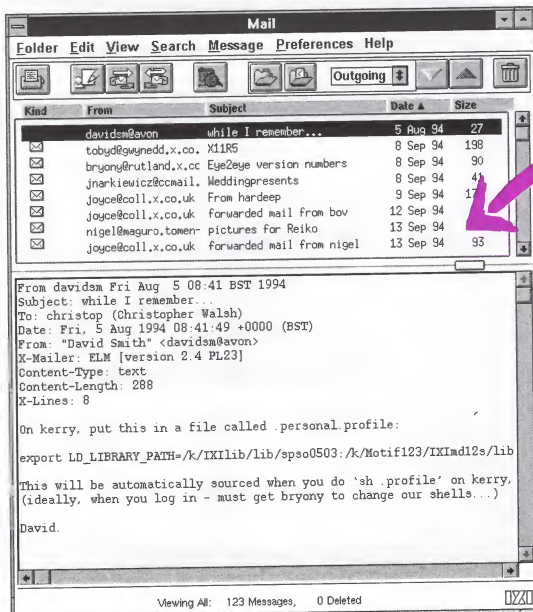
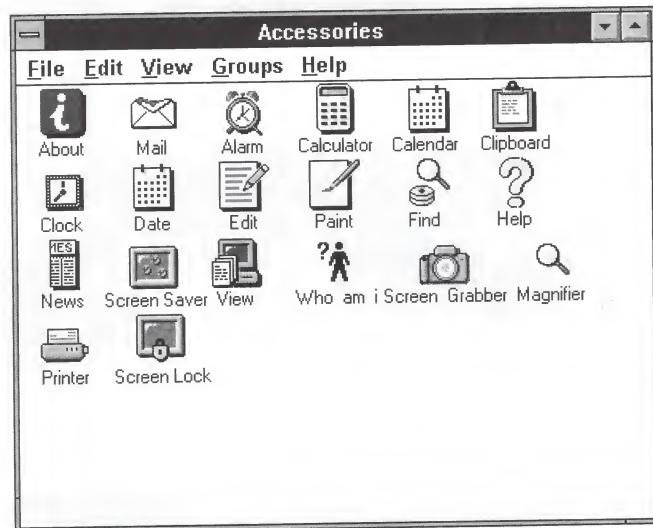
IXI Mail is a sophisticated multimedia mail system based on the MIME standard. You can send mail to anyone in the world and attach images, audio or even video clips.

To start up IXI Mail

Double-click on the **Mail** icon in the **Accessories** group.



Mail



Click on a message entry to read a message. (The small envelope will disappear when you've read it.)

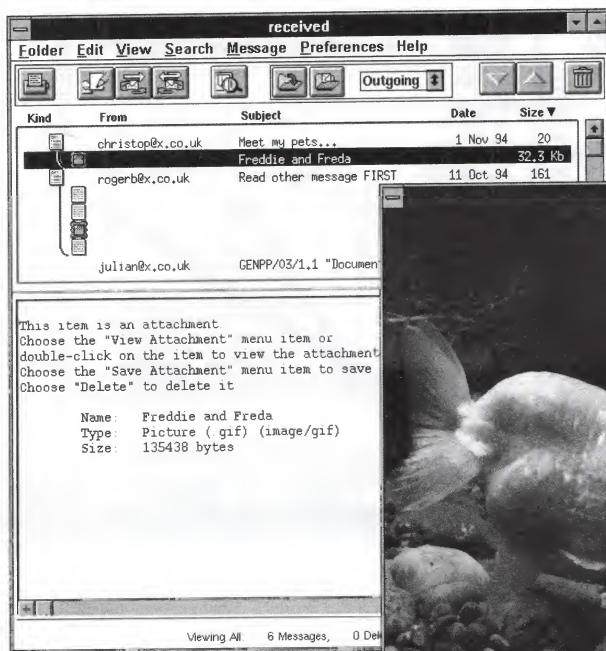
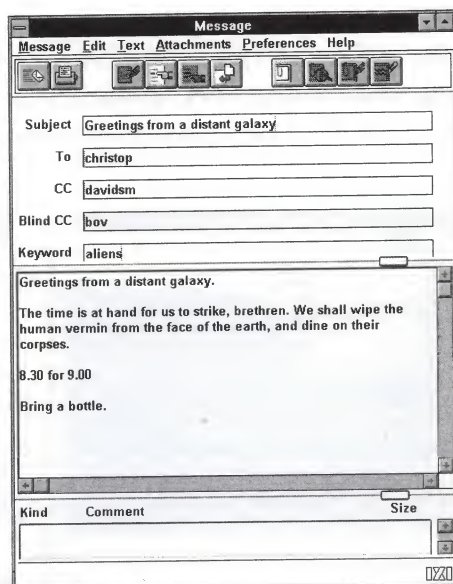


To send mail

Click on the **Compose message** icon to get a new message window.

Enter the mail address in the **To:** field and write your message in the message window.

Click on the send button and your mail will be sent.

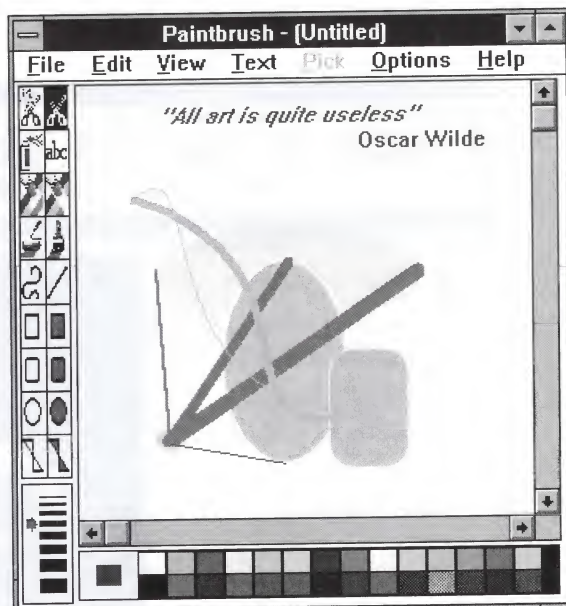
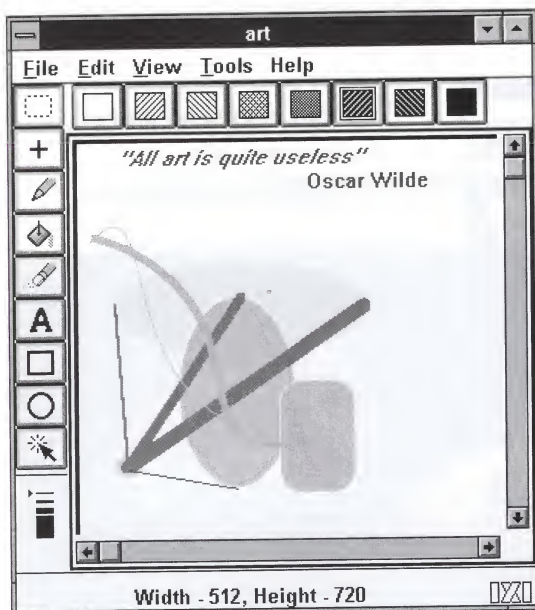
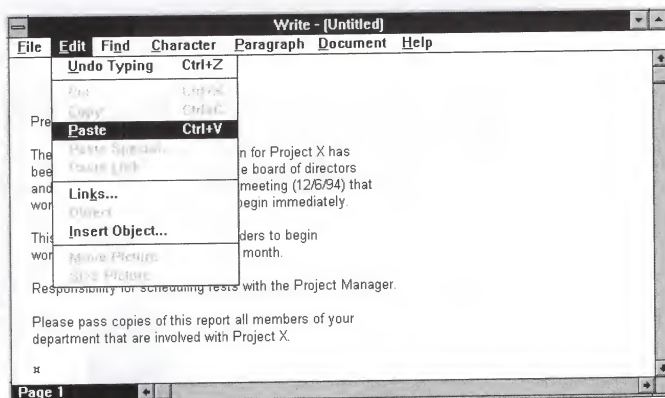
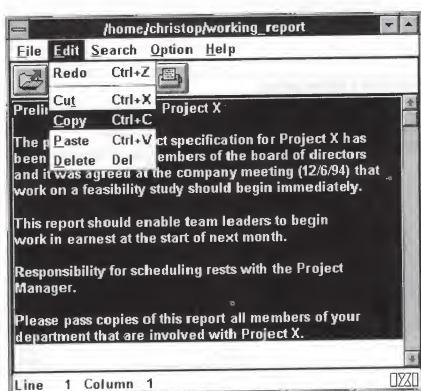


You can also send and receive mail with multimedia attachments.



Powerful cut and paste

You can cut and paste directly from IXI Mosaic, IXI Mail, IXI Edit and IXI Paint into your Windows PC applications. Eye2eye's Intelligent Agent Extension (IAX) will automatically convert between XPM – BMP and HTML – RTF formats.

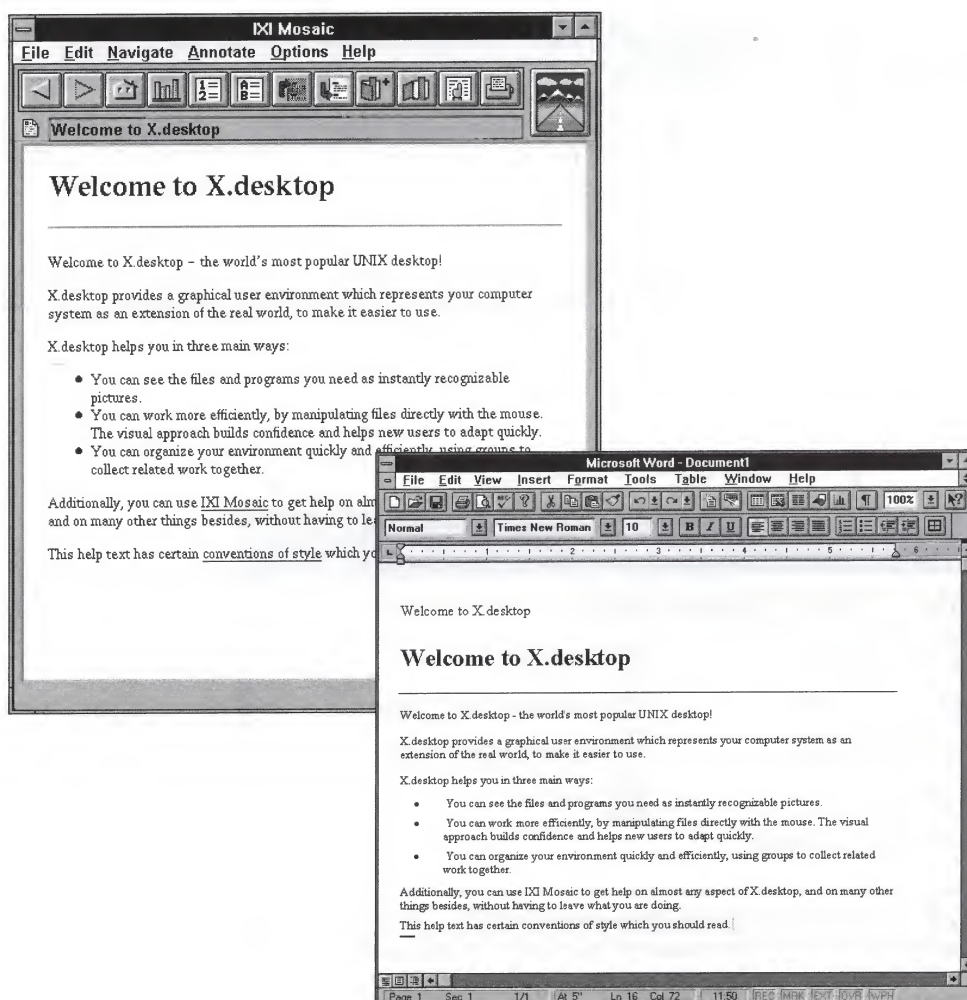


Copying from IXI Mosaic into Microsoft Word

Go to the IXI Mosaic window and move to a page you'd like to copy across. Choose **Edit»Copy** from the IXI Mosaic menu.

Move over to your Windows desktop and start up Microsoft Word, then choose **Edit»Paste** from the Word menu.

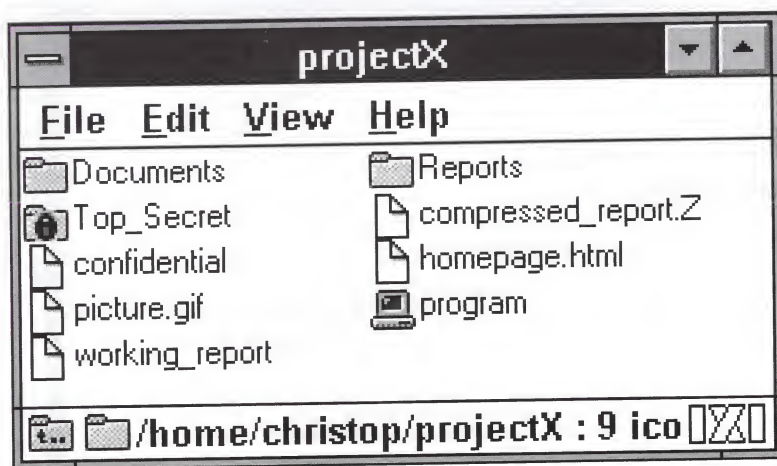
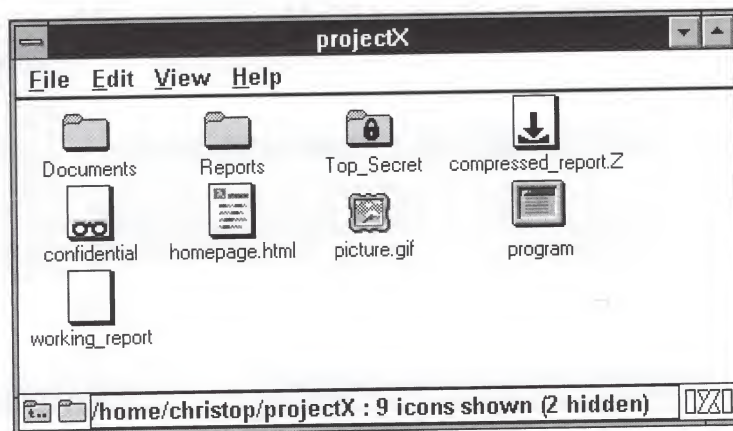
The text from your selected IXI Mosaic page will be copied into Word, automatically converting between HTML and RTF format.



Viewing files

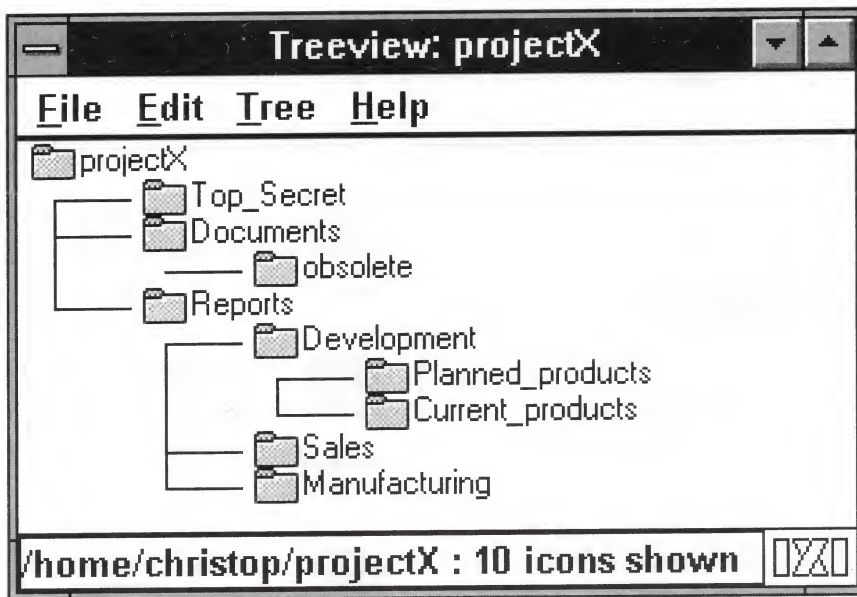
When you first start Eye2eye, icons are used to represent your files and directories. You can view them in other ways if you prefer.

Double-click on a directory icon. You'll see its files and subdirectories displayed as icons.

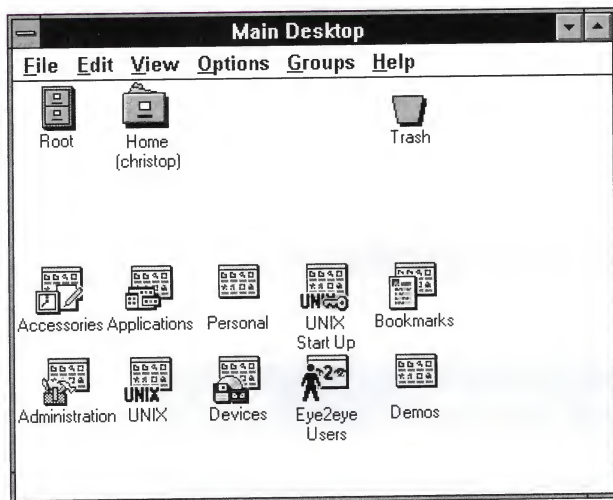


Choose **View»Text**. You'll see your files displayed in a more compact format.

Choose **View»Tree** to get an overall view of the hierarchical structure of your directories.



Other groups



There are many other groups on your **Main Desktop** containing tools and utilities to help you in your work.



Accessories

Contains IXI Mail, IXI Edit and other tools you can configure.



Demos

A set of simple demonstrations for some of Eye2eye's features.



Devices

Tools to help you access peripherals such as printers.



Personal

An empty group to help you start to organize your work in groups.



UNIX

Utilities to activate UNIX commands from icons.



UNIX Start Up

Any icons you put into this group will be activated every time you run Eye2eye.



Administration

A collection of management tools for advanced users.



Bookmarks

A collection of network icons for instant access to IXI Mosaic documents.



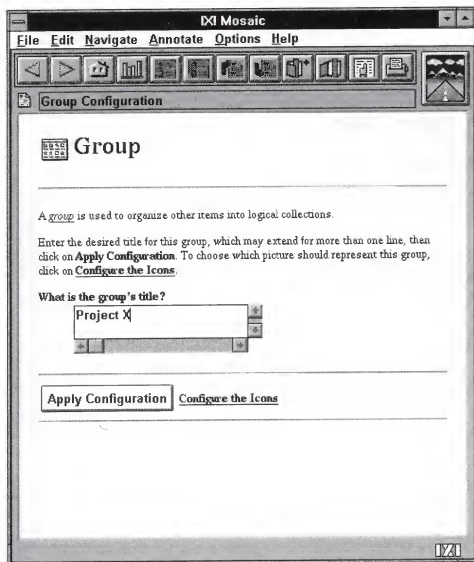
Applications

Icons for third party applications which may be available on your system.



Eye2eye Users

The place where person objects for all Eye2eye users are kept.



To create a new group

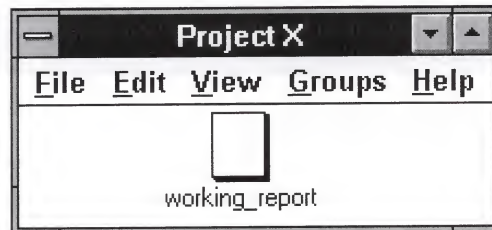
You can create a new group either on the **Main Desktop** or within an existing group.

Choose **File»New»Generic Group** from the **Main Desktop** menu.

You'll see a configuration page within IXI Mosaic. Fill in the details, then click on **Apply Configuration**.

Click on **Configure the Icons** if you want to change the icon, then click on your choice of icon.

You can now drag any icon into this new group.

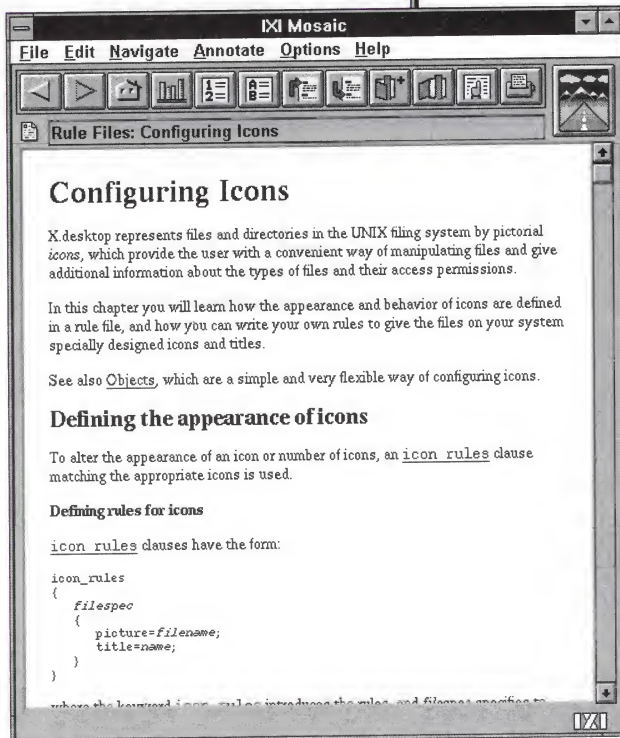
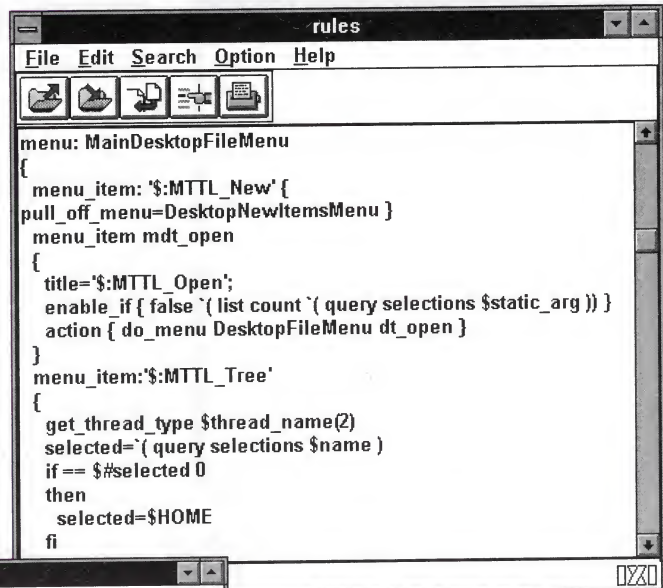


You could create a group for every project that you are working on, and collect together all the files, programs and directories relevant to that project. Items can appear in any number of groups, and groups can be placed within groups.

New applications, person objects and people groups can be created in the same way, by choosing **File»New** from the **Main Desktop** menu.

Configuring Eye2eye

Almost every aspect of Eye2eye can be configured, to model more closely the way you work. Eye2eye rule files will enable you to control the behavior of objects, menus, icons and windows.



For more information on configuring Eye2eye, consult the on-line Reference Guide.

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